

CHAPTER 12

PERSONNEL REASSIGNMENT/SEPARATION PROCEDURES INCIDENT TO ACTIVITY DEACTIVATION

ARTICLE	TITLE	PAGE
12.0	GENERAL	12-1
12.01	DEFINITIONS	12-1
12.011	Deactivation	12-1
12.012	Loss Month	12-1
12.013	Cadre Crew	12-1
12.014	Admin Transfer	12-1
12.015	Commercial Activity	12-1
12.016	Billet Reduction	12-2
12.02	RESPONSIBILITIES	12-2
12.021	Activity Being Deactivated	12-3
12.03	REASSIGNMENT OF PERSONNEL	12-3
12.031	Projected Loss Month	12-3
12.04	EARLY SEPARATION	12-4
12.041	Request for Early Separation of Personnel with EAOS Within Three Months of Unit Deactivation	12-4
12.042	Request for Early Separation of Personnel with EAOS Between Three and Twelve Months of Unit Deactivation	12-4
12.043	Activities Not Having a Separate Capability	12-5
12.044	Personnel Not Approved For Early Separation	12-5
12.045	Unit with a Home Port Change as Part of Inactivation.....	12-5
12.05	REASSIGNMENT AS A RESULT OF DEACTIVATION	12-5
12.06	ORDER MODIFICATION	12-6
12.07	PROCEDURES INVOLVING LARGE REDUCTION IN STRENGTH	12-7

PERSONNEL REASSIGNMENT/SEPARATIONS PROCEDURES
INCIDENT TO ACTIVITY DEACTIVATION

12.0 GENERAL.

This Chapter sets forth guidelines to be utilized in effecting the reassignment or separation of members attached to naval activities scheduled for deactivation, a change in mission, or billet reduction due to Commercial Activity (CA) study or elimination of requirement.

12.01 DEFINITIONS.

12.011 DEACTIVATION. The decommissioning, disestablishment, or any other type of phasing out/closing down of a sea or shore based activity.

12.012 LOSS MONTH. The month in which an individual's services are no longer required in current assignment for duty in connection with deactivation. Loss months are determined in accordance with procedures approved by the activity's Manning Control Authority (MCA).

12.013 CADRE CREW. Personnel who will remain on board naval ships after decommissioning to complete deactivation preparations or reactivation for hot ship transfer. Cadre crew will be identified as follows:

- Caretaker Crew (CTC) - for deactivation preparation and towing after decommissioning.
- Mobile Team Training (MTT) - for reactivation and training of Foreign Navy personnel.

12.014 Admin Transfer. The transfer of personnel from one activity UIC to another UIC due to the disestablishment of the former UIC or as a result of a change in mission. This transfer does not involve any change in geographic location and therefore involves no entitlement for travel or shipment of household goods.

12.015 Commercial Activity (CA). An activity either contracted or operated and managed by a Navy field or headquarters activity that provides a product or service obtainable from a private, commercial source. A CA can be identified with an organization or as a type of work, but must be (a) separable from other functions so as to be suitable for performance either in-house or by contract; and (b) a regularly needed activity of an operational nature, not a one-time activity of short duration associated with support of a particular project.

- Cost Comparison (or Cost Comparison Analysis) - An accurate determination of whether it is more economical to acquire the needed products or services from a private, commercial source or from an existing or proposed CA. The term "CA Study" is often used interchangeably with the term "cost comparison analysis".

- Review of a Commercial Activity - The examination of a CA or a service contract to determine whether the present method of performance should be continued, or whether the function should be scheduled for a cost comparison for a possible change in method of performance.

12.016 Billet Reduction. Wholesale reduction or elimination of billets in a particular rating at the activity due to a reduction or elimination of the mission requirement.

12.02 RESPONSIBILITIES.

Upon announcement by Chief of Naval Operations (CNO) that an activity is scheduled for deactivation, a change in mission, or CA action, the following responsibilities will be assigned:

- MANNING CONTROL AUTHORITY. MCA will schedule a manning conference for the purpose of determining the final disposition of the activity's crew. This conference will normally be attended by representatives from the activity being deactivated, Enlisted Placement Management Center (EPMAC) and Commander, Navy Personnel Command (CNPC).
- EPMAC.
 - In the event the manning conference is not feasible due to operational commitments (deployment) or location, EPMAC will send a deactivation plan to the activity being deactivated/reduced to include policies and guidelines to effect orderly phase-down/decrewing. EPMAC will review unit's Enlisted Distribution and Verification Report (EDVR) for any discrepancies and submit availability in accordance with the unit's deactivation plan.
 - The following EPMAC codes will have primary coordination responsibilities in the phase-down/decrewing of the following types of activities:
 - Codes 41-44 -- SSC 2 and 4 activities
 - Code 45 -- SSC 1, 3, and 6 activities
- NPC
 - The following section in NPC will coordinate the phase-down/decrewing of the following types of activities:
 - (PERS-452) - All administrative transfers involving 30 or more personnel
 - (PERS-402D) - surface units
 - (PERS-403B) - sub-surface units
 - (PERS-404) - air units

12.021 ACTIVITY BEING DEACTIVATED. Upon receipt of deactivation plan and prior to the manning conference, the activity being deactivated will submit a plan to EPMAC via message with information copy to MCA, TYCOM and appropriate NPC code. Forward all rated/designated personnel duty preference (NAVPERS

1306/63 to appropriate NPC code for distribution to all rating Detailers; non-designated personnel duty preference (NAVPERS 1306/63) to EPMAC (Code 47).

12.03 REASSIGNMENT OF PERSONNEL.

Reassignment of personnel will be in accordance with Chapter 3 of this Manual except in the case of a change in mission or disestablishment. In the case of a change of mission but no geographic change, NPC (PERS-452) AND EPMAC will coordinate the administrative transfer of the personnel. Although no input from the command is required, they may submit inputs to EPMAC concerning personnel to be transferred.

In the case of a change of mission but no geographic change, NPC (PERS-452) and the Manning Control Authority will coordinate the administrative transfer of the personnel. The commands should submit proper paperwork to their Manpower Claimant. In turn the Manpower Claimant will go through the Manning Control Authority, submitting a list of personnel to be transferred. The Manning Control authority will then ensure BA & NMP are in place at the new UIC. The Manning Control Authority will go through the list provided to them and remove members under orders or who have FLTRES orders on file. Also members within their PRD window will be removed. Once the list is cleaned up, the Manning Control Authority will then forward that list to NPC (PERS-452) directing an administrative transfer of personnel. The Manning Control Authority will also provide an Effective Date of Transfer to PERS-452 which will be used as the transfer date. Upon receipt, PERS-452 will then transfer personnel.

Any individual who does not have PCS order 30 days prior to the unit's deactivating date should be brought to the attention of the respective PERS code within NPC (i.e. PERS-403, PERS-404, PERS-402D, PERS-4010) via message or facsimile. The goal to ensure that all the command's permanently assigned personnel, who will not be part of the caretaker crew, have PCS orders that transfer them prior to or on the deactivating date.

12.031 PROJECTED LOSS MONTH. A loss month will be established for each crewmember to provide adequate manning throughout the deactivation period and will be based upon specific deactivation requirements. In determining the loss month of each crewmember, submit by EDVR order to EPMAC in column format as indicated below:

- Personnel Recommended for Early Separation. Indicate name, rate, SSN, EAOS/EAOS as extended. Article 12.04 of this Chapter discusses early separation procedures.
- Special Cases. Personnel with transfer directives/fleet reserve authorizations after decommissioning date. Include transfer month.
- Designation of Non-rated Personnel. Those non-rated personnel who were recently designated or who will be designated by the Commanding Officer prior to decommissioning date. Indicate name, rate, SSN, rate to which designated, desired transfer months and Optical Character Reader (OCR) transmittal number on which NAVPERS 1070/610 submitted or estimated date on which designations will be accomplished.
- Personnel Recommended for Service School. Indicate name, rate, and SSN of personnel who are recommended for and have NAVPERS 1306/7 request pending.
- Personnel on Board as Reenlistment Incentives. Indicate name, rate, SSN, and type of reenlistment incentive (i.e., type of ship, homeport,

training) and date reported on board. Personnel with less than 12 months on board will have assignment renegotiated by rating detailers.

- All Other Personnel for Reassignment. Indicate name, rate, SSN, and projected loss month. Include any helpful information such as reenlistment intention.

12.04 EARLY SEPARATION.

Approval of early separation will be contingent upon overall Navy manning, manning of specific ratings and NECs, the availability of billets within the area and existing PCS funding constraints. There are two procedures and authorizing authorities for the early release of personnel in connection with unit deactivation. The first procedure is for members who have an EAOS within three (3) months after the unit deactivation date. The second procedure is for members who have EAOS between 90 and 365 days after the unit deactivation date.

12.041 REQUEST FOR EARLY SEPARATION OF PERSONNEL WITH EAOS WITHIN THREE MONTHS OF UNIT DEACTIVATION. Commanding Officers of activities being deactivated are authorized to separate, during the month of deactivation, those individuals who meet the following criteria:

- EAOS (including operative and inoperative agreements to extend enlistment) not exceeding three months from date of deactivation, and
- Personnel not willing to extend/reenlist for further assignment.

12.042 REQUEST FOR EARLY SEPARATION OF PERSONNEL WITH EAOS BETWEEN THREE AND TWELVE MONTHS OF UNIT DEACTIVATION. Subject to DCNP approval, Commanding Officers of activities being deactivated should submit a list of personnel requesting early separation to the appropriate COMNAVPERSCOM code. The COMNAVPERSCOM code will coordinate with DCNP for early separation. Those individuals who meet the following criteria may be included in the request:

- EAOS (including operative and inoperative agreements to extend enlistment) not exceeding 365 days from date of deactivation and
- The individual's services cannot be effectively utilized elsewhere (as determined at the manning conference), and
- The individual desires early separation.

12.043 ACTIVITIES NOT HAVING A SEPARATION CAPABILITY. Activities not having a separation capability will transfer members to the nearest separation activity in accordance with MILPERSMAN 1910-812.

12.044 PERSONNEL NOT APPROVED FOR EARLY SEPARATION. Personnel whose request for early separation is disapproved will be assigned by the appropriate COMNAVPERSCOM code in accordance with MCA requisition priority.

12.045 UNIT WITH A HOMEPORT CHANGE AS PART OF INACTIVATION. In the case of an activity which must maintain a cadre crew as part of a homeport change in concert with inactivation may separate personnel in one of two activity windows:

- Homeport change window
- Inactivity date

This principally applies to nuclear powered ships and submarines which must maintain a cadre crew until complete removal of the reactor. Non-essential personnel may be approved for early separation on the homeport change date, while essential personnel may be approved for early separation on the inactivation date. Nuclear trained personnel are considered essential in all cases and will not be separated at the homeport change window.

12.05 REASSIGNMENT AS A RESULT OF DEACTIVATION.

The type of duty to which crewmember will be reassigned as a result of deactivation will be determined as follows:

- Members Serving on Type Duty 1 and 6. Those members who have completed a Normal Shore Tour (NST) will be reassigned to sea duty. Those members who have not completed a NST will be reassigned in accordance with following table:

A	B	C	D	
RULE	If member has	Member will be assigned to	With PRD established	Provided
1	0-6 months remaining on shore tour (NST)	Sea duty	For prescribed sea tour	Note 1,3,4
2	7-12 months remaining on NST	Shore duty	To complete 12 month at follow on assignment	Note 2,3,4,5
3	13 month or more remaining on NST	Shore duty	As required to complete NST	Note 2,3,4,5

Note 1: Personnel assigned a 24 month NST are exempt from this policy. Individuals in this category will complete their NST.

Note 2: Personnel who desire a specific location as number one reassignment priority may be required to transition to sea duty and serve the Prescribed Sea tour (PST) in the new assignment.

Note 3: Most situations will not allow for no-cost reassignments in the same geographical area. Cost reassignments within CONUS will be to force concentration sites where reasonable expectations exist that a follow on sea tour billet will exist at the completion of NST. The tour length at the new duty station involving cost transfer will be set to appropriate area tour overseas or completion of NST (minimum tour of 12 months) in CONUS. Follow on sea assignment will be at the same location when following Rule 2. Individuals must OBLISERV for the area tour length overseas.

Note 4: OBLISERV for career personnel will be assigned per article 3.072.

Note 5: Non-career personnel who do not desire to acquire necessary OBLISERV maybe assigned to sea duty.

* Exception: For Nuclear Trained Personnel this period shall be 24 months due to requalification requirements.

- Members Serving on Type Duty 2, 3, 4, 5, 6, and 8. If reassignment is required, it will normally be in accordance with the following decision logic table using loss month as basis for computation:

A	B	C	D	
RULE	If member has	Member will be assigned to	With PRD established	Provided
1	0-6 months remaining prescribed sea tour (PST)	Shore duty	For normal shore tour	OBLISERV NOTE 1, 2
2	7-12 months remaining on PST, but member's cumulative sea duty exceeds 48 months	Sea duty	To complete PST	
3	7-12 months remaining on PST, but member's cumulative sea duty is less than 48 months	Sea duty	To provide 12 months at new command	
4	13 months or more remaining on PST	Sea duty	As required to complete PST	

Note 1: OBLISERV for career personnel will be assigned per article 3.072.

Note 2: Non-career personnel (See Article 3.08) must have, or agree to acquire, a minimum 24 months obligated service (OBLISERV) to be eligible for assignment ashore. Non-career personnel who do not desire to acquire necessary OBLISERV will be assigned to sea duty.

12.06 ORDER MODIFICATION.

If, after the decrewing conference, it is determined that members under orders from a deactivating activity are required for an additional period of time or require an order modification for other reasons, the Commanding Officer may request modification, via the appropriate COMNAVPERSCOM code of orders from the cognizant Assignment Control Authority. Such request must provide adequate justification to support the modification/cancellation.

12.07 PROCEDURES INVOLVING LARGE REDUCTION IN STRENGTH.

In the case of deactivations incident to large reductions in Navy personnel strength, modifying and/or supplementing directives may be required to provide specific procedures not now included in this Chapter. The policies and guidelines which are modified will be provided by the appropriate code to the deactivating activity.